

Title: Faculty eligibility: summer, nontraditional and short class sessions

Contact:	PEBB Rules Manager	Effective:	
		Issued:	
Reference:		Supersedes:	
Forms Used:		Approved by:	

Purpose:

- To clarify higher-education institutions' role in defining faculty for the purposes of insurance benefits.
- To clarify that higher-education institutions must consider class sessions that have different time frames than traditional quarters and semesters, including summer sessions, when determining a faculty's eligibility for benefits and the employer contribution toward insurance coverage.
- To provide a method for calculating the percentage of full-time for faculty teaching these nontraditional class sessions.
- To provide a method for determining when the employer contribution toward insurance coverage begins and ends for faculty teaching these nontraditional class sessions.

Policy:

1. Higher education institutions must consider the work pattern of every employee and decide which PEBB eligibility category (employee, seasonal employee, or faculty) the employee best fits, regardless of the nomenclature that your institution uses for other purposes. Institutions shall define a "full-time" academic workload and communicate it in an accessible manner to the employee. Note: "Half time" for community and technical college faculty employees is governed by RCW 28B.50.489.
2. Higher-education institutions must consider the entire academic workload of any given faculty when determining eligibility for benefits and the employer contribution toward insurance coverage. This includes summer class sessions, class sessions that are shorter than traditional quarters and semesters, and other nontraditional class sessions.
3. Institutions shall determine eligibility for employees who work a short or nontraditional class session by calculating the employee's workload as a percentage of *full-time per traditional quarter/semester*.
 - Example A: Assume 100% full time = some combination of lecture, research, and clinical work. If an employee works one six-week summer session at 80% full time, and full time is defined as 100% per quarter (12 weeks), then the employee would be considered to work 40% for the summer "quarter/semester."
 - Example B: Assume 100% full time = teach 15 credit hours per quarter. If an employee works a short session in the fall quarter teaching 10 credit hours, then the employee would be considered to work 66% for the fall quarter.
4. When the faculty is eligible for the employer contribution based on the percentage of *full-time per quarter/semester* worked during a nontraditional class term, the higher-education institution must provide the faculty with the employer contribution for the whole quarter, semester, or summer in which the nontraditional class term falls.
 - a. Based on this policy statement, higher-education institutions shall use WAC 182-12-114(3)(c) and 182-12-131 for determining eligibility effective dates for benefits and the employer contribution. This may mean that the institution provides the employer contribution for months in which the employee is not actually working.

- b. Faculty can combine, or “stack,” the percentage of *full-time per quarter/semester* worked in short or nontraditional sessions with faculty workloads in traditional quarters/semesters to meet eligibility criteria in 182-12-114(3) and maintain the employer contribution according to 182-12-131.
- Example: Assume 100% full time = teach 15 credit hours per quarter. A faculty teaches one 5 credit course during the traditional fall quarter (= 33% of full time per quarter). The faculty also teaches a one 5 credit course during a short class session that falls within but is shorter than the fall quarter (=33% of full time per quarter). When the faculty stacks the traditional with the nontraditional workload, the combined percentage of full time per quarter is 66%. Therefore, the faculty may use the combined percentage to either establish or maintain the employer contribution according to 182-12-113 or 182-12-131.
- c. Faculty who are not anticipated to teach a nontraditional class session until after the traditional quarter or semester (or summer) has begun become eligible for benefits and the employer contribution when their workload meets the eligibility criteria. This is stated in WAC 182-12-114(3)(a)(iii): “Faculty who receive additional workload after the beginning of the anticipated work period (quarter, semester, or instructional year), such that their workload meets the eligibility criteria...become eligible when the revision is made.”
- d. For class sessions which overlap two traditional quarters or semesters (*figure #A*), institutions shall prorate the percentage of *full-time per quarter/semester* worked in the nontraditional class sessions between the traditional quarters or semesters.

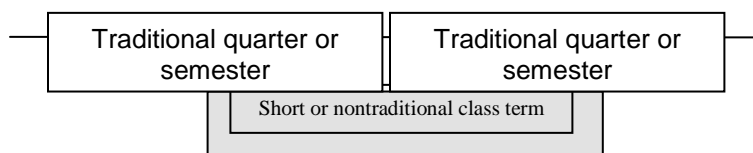


figure #A